

## Don't Sign Contract Without State Travel Office Approval

Per state policy, the State Travel Office must approve all state-sponsored conferences, training sessions, retreats, and service award gatherings that have a cost to the State over \$500, regardless of the type of funds being used to fund the group gathering. The Travel Office is often able to negotiate with facility managers to obtain costs below per diem, which is especially important with the current budget situation.

We are finding that some agencies are signing contracts with hotels or other facilities before obtaining State Travel Office approval. This makes it difficult or impossible for the State Travel Office to negotiate lower costs. So, **before an agency signs a contract** with a hotel or other facility, they must get the State Travel Office approval.

To book group gatherings, complete the following steps:

- 1 Complete the two-page State of Utah Travel Quotation Bid Sheet, form FI 58 dated 9/98 (see [top portion of the form](#) reproduced below).
- 2 Obtain bids from three facilities for your event, or work with the State Travel Office to obtain bids.
- 3 Obtain approval signatures from your agency Department Head or designee **and** from your agency budget and accounting officer.
- 4 Send the State of Utah Quotation Bid Sheet to Nicole Naylor in the State Travel Office to obtain Travel Office approval.

FI 58 9/98  
Division of Finance



Agency PO# \_\_\_\_\_  
Date \_\_\_\_\_

_____ Agency	<b>Type of Event:</b>	<input type="checkbox"/> Service Award	<input type="checkbox"/> Conference	<input type="checkbox"/> Training	<input type="checkbox"/> Retreat
_____ Contact Person	_____ Event Location (Area/City)	_____ # of Participants			
_____ Phone	_____ Fax	_____ Start Date	_____ Begin Time	_____ End Date	_____ End Time

### State of Utah Travel Quotation Bid Sheet

Awarded To: \_\_\_\_\_

Travel Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State Travel Authorization Number: ST \_\_\_\_\_

#### Approvals:

Department Head or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Budget Approval: \_\_\_\_\_ Date: \_\_\_\_\_

We want to remind agencies that they must obtain three bids, even if the first or second bid is at per diem. Agencies should also provide a reason for choosing a particular facility to host their group gathering if it is not the lowest bid.

The procedures for booking group gatherings are documented in the *State of Utah Accounting Policies and Procedures*: 04-11.01 Purchasing – Group Gather-

ings – Conferences; 04-11.02 Purchasing – Group Gatherings – Training Sessions; and 04-11.03 Purchasing – Group Gatherings – Retreats/Service Awards. They are available on the Finance Web site at [www.finance.utah.gov/policies/](http://www.finance.utah.gov/policies/).

If you have questions about group events contact, Nicole Naylor at 801-538-3109 or [nnaylor@utah.gov](mailto:nnaylor@utah.gov). If Nicole is not available, you may contact Diann Donoviel at 801-538-3103 or [ddonoviel@utah.gov](mailto:ddonoviel@utah.gov). ➔

## Travel Briefs

### Delta Restricts Checked Baggage Allowance

Effective August 15, Delta Airlines will allow passengers to check a maximum of two bags on domestic flights without a surcharge.

Passengers will be charged a \$40 fee for a third bag, and those checking any additional bags (or items which exceed other excess restrictions, such as size) will be charged the appropriate excess baggage fees, as found on Delta's Web site at [www.delta.com/baggage](http://www.delta.com/baggage).



In addition to checking two bags, regulations allow passengers to carry on one bag and one personal item. Personal items include a purse, briefcase, computer bag, camera case, or diaper bag.

Other airlines may adopt similar policies, so be sure to check with the airline you are flying on to verify what their baggage allowance is.

### Airlines Now Charge for Paper Tickets



Airlines are now charging a service fee to issue a paper ticket for all domestic flights where a passenger is eligible for an electronic ticket. Therefore, the State will no longer issue a paper ticket when an electronic ticket is generated.

Airlines will continue to issue paper tickets for international flights at no additional charge.

### Plan Time for Traffic Delays

As we have previously reported, it's important to arrive at the airport at least two hours in advance of departure for domestic flights. However, it is also important to **allow yourself plenty of time to get to the airport**. Heavy traffic, accidents, and other delays can extend your drive time and cause you to miss a flight.



### Delta SkyMiles Members Can Print Own Boarding Passes



If are not checking baggage and you are a Delta SkyMiles member, you can save time by checking in through [www.delta.com](http://www.delta.com) and printing a boarding pass from your personal computer. Once at the airport you can bypass the ticket counter lines and proceed directly to security with your photo identification and printed boarding pass.

If you need to check baggage, you can do so curbside, through self-service kiosks, or at the ticket counter. ➔